



ENVIRONMENTAL PROTECTION AGENCY

Recommendation for Incentive Award

Instructions:

1. Awards should be based on EPA policy for award types, amounts and approval level (signature) requirements. For additional information on approval level requirements for awards, refer to the EPA Delegations Manual.
2. For detailed information on awards, review the EPA Recognition Policy and Procedures Manual.
3. Complete this form for all Individual Cash Awards (award amount less than \$5000 and FY cumulative is less than \$5000), On-the-Spot Awards (FY cumulative is less than \$5000) and Time-Off Awards.
4. Attach the completed form to the electronic Request for Award. **For Use with FPPS Only – Do Not Send Hardcopy to SPO**
5. Provide a copy of the completed form to the employee when the electronic award has been processed.

Employee Name: Preston Turner Employee ID #: (b) (6)
Position Title (optional): _____ PP-Series-Grade (optional): GS-1176-13
Organization (optional): HAAA0000

Type of Award: ☐ On-the-Spot Award (Individual Cash Award (Non-Rating Based) ☐ Group Cash Award
☒ Individual Cash Award (Non-Rating Based) ☐ Group Time Off Award
☒ Time Off Award

Total Amount of Award (\$): \$1,200.00 AND/OR Total Number of Hours: 9.00

Type of Benefits on which the award is based (Cash awards only): ☐ Tangible Benefit ☐ Intangible Benefit
Value of Benefit: ☒ Moderate ☐ Substantial ☐ High ☐ Exceptional
Extent of Contribution: ☐ Limited ☐ Extended ☐ Broad ☒ General

Narrative Justification for Award:

Preston is nominated for an award for quality customer service. Preston has positively contributed toward a cohesive HQ Operations Branch (HOB) by supporting a cross section of the HOB responsibilities. His commitment to teamwork, demonstrated through collaboration with agency staff and our Potomac Yard partners, including GSA, along with his approach to quality assurance have increased the efficiency of many HOB processes resulting in greater customer satisfaction. Preston has demonstrated a high level of professionalism that helps to assure that the HQ Operations Branch meets its goal of excellent customer service.

This nomination also reflects the valuable contributions Preston continues to exhibit with the ongoing effort to consolidate EPA PY staff into the FTC as part of the ongoing 2020 HQ Space Consolidation Project. He continues to support PY staff with records management, personal property excess and facility management. In addition, Preston's continues to assure that all HQ security support staff who implement the USAccess badge policy and security procedures have been properly educated and are committed to the execution of both EPA and FPS security policy and procedures resulting in greater security awareness. For these reasons, Preston is nominated for this award.

As the Authorizing Official I certify with electronic signature (in FPPS) that all necessary concurrences have been gained for approval of this award in addition to verification that the award amount is not \$5000 or greater and that the FY cumulative award amount(s) for this employee is not \$5000 or greater.